



# Civil Air Patrol

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VOL. I. — No. 9

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## WATCH YOUR STEP—THIS BULLETIN IS RESTRICTED

On the back page of this bulletin is "Restricted" information. That means the bulletin must not be left around or thrown away for others not in the CAP to pick up. After you have read your bulletin if you don't want to keep it, then tear it up, burn it or by some other means destroy it. If you keep it for future reference be sure not to place it where others may have access to it.

## 200 CADET CANDIDATES FLOWN FIRST 30 DAYS

In compiling the Wing report covering the activities of the Army ships for the first month it is revealed that 196 cadet and 11 WAC candidates were given their first airplane rides during the period from January 15th to February 15th. That's a good record considering that ships in the northern part of the state have been snow bound.

Then, too, it was the first time the various squadrons had use of the ship and quite naturally some time was lost in checking out pilots and getting a working program organized. By now each squadron in all groups has had the Army ship (except for the snow bound north) at least once, so when it returns again individual squadrons will know what to do to get the greatest possible number of cadet and WAC candidates in the air. Lay your programs now.

## CITATIONS AWARDED TO CAP PILOTS

The American Legion hasn't forgotten the way CAP cooperated in their Aerial Membership Roundup on Armistice Day, November 11, 1943. Just recently Department Commander G. Stordock called Capt. Paul Koch asking him to stop in to pick up Legion citations for all pilots and co-pilots participating. These citations were on 8 1/2 x 11 inch parchments inscribed with the individual name. Also there was a small citation card to be carried in the wallet. No doubt all CAP pilots will think enough of these citations to frame them for a keepsake. Kinda' nice, eh? Thank you Commander Stordock.

## CLASSES IN CONTROLLED AIRPORT PROCEDURE CONDUCTED BY LT. L. THOMAS

Lt. Lincoln Thomas, Group Engineering Officer and former Squadron Commander of the Milwaukee 1 Unit, conducted classes dealing with controlled airport procedures each Wednesday night, 21:00 o'clock, at the Jackson Street Social Center. The series of lectures dealt primarily with General Mitchell Field, the pattern of which is like any controlled airport with few local changes. Lt. Thomas covered every move—before, during and after take-off as well as every move for landing. The kind of instruction given at these classes allays all fear and hesitancy about landing at a controlled airport.

Judging from the questions asked by many pilots, including those who base at Mitchell Field, misunderstandings existed about controlled airport procedures. Thanks to Lt. Thomas, these have all been cleared up.

It is planned to conduct similar classes in all of Group 1.

## CADETS OF MILWAUKEE SQUAD 1 OUTNUMBER REGULARS

At our Truax Field mobilization in Madison last summer Lt. Col. John Stratton called a special meeting to discuss the new order of Cadet Recruiting as outlined by National Headquarters. Upon return, the effort of every member of General Mitchell, Milwaukee Squadron 1, got behind the drive. Today the cadet unit has approximately 175 members and for some time has been separated from the senior squadron. Even though the large gym in the Safety Building, Milwaukee, is used for roll call and drill and two court rooms are used for classes, things are crowded to capacity each Tuesday night when the cadets meet.

Warrant Officer Jerry Service is in command. Sgts. Peters, Fritzke, Noble Lee and other non-commissioned officers are giving instructions in all the required subjects. Lt. Stock, Training Officer, supervises military drill. Lt. Wamser, his staff and all non-coms who have been responsible for the growth of this outstanding cadet unit are to be congratulated.

## MILWAUKEE SQUADRON 1 SPONSORS THIS ISSUE OF WING BULLETIN

Lt. Wamser, Commander of the General Mitchell, Milwaukee Squadron 1, approached your editor with the happy thought of sponsoring an issue of the Bulletin. He said that as the largest squadron in the state he wanted his unit to do its share in supporting our state publication. Inasmuch as the squadron has not procured an industrial sponsor the staff officers decided to share the expense. These are the men to whom we are indebted this month:

Lt. Charles J. Wamser, Commander  
Lt. E. H. Hallows, Executive Officer  
Lt. Agnes Jenich, Adjutant  
Lt. Arnold Stock, Training Officer  
Lt. Urvin F. Schlaefer, Medical Officer  
Lt. J. J. Fults, Personnel Officer  
Lt. Theo. C. Kuehn, Supply Officer  
Lt. Albert Fogelberg, Engineering and Operations Officer  
Flight Officer Carl H. Wamser, Dep. Operations Officer  
Flight Officer Jerry Servis, Dep. Training Officer  
Flight Officer Roy F. Kaiser, Dep. Supply Officer  
Lothar M. Weichelt, Former Transportation Officer  
Our thanks to you and your staff, Lt. Wamser.

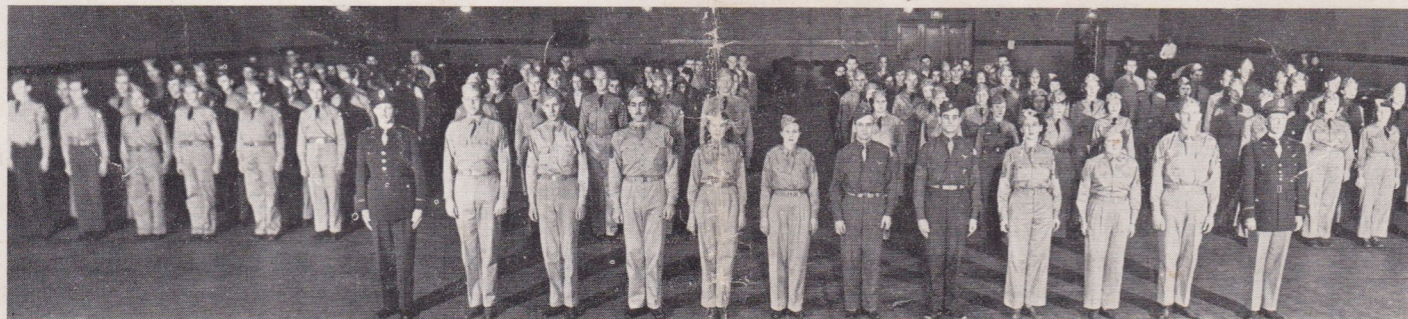
## STAFF OFFICERS MEET EACH TUESDAY NOON

"A squadron must be run like a business," says Lt. Charles Wamser, Commander of the Milwaukee 1 unit, "and that's why our staff officers meet once a week away from all other squadron activities. This gives us clear sailing without interruption to lay plans for the squadron operation."

The Milwaukee 1 unit meets every Tuesday noon at the Cudworth Post on Prospect Avenue. After an enjoyable three-course meal the officers retire to a private room where the squadron business is conducted. At 13:30 sharp the meeting is adjourned.

Wing, Group and other squadron members are always welcome. The meal is reasonable and there's a chance, too, of winning an attendance prize of war stamps.

Ed. Note: Squadron commanders who try to conduct staff meetings on regular squadron meeting nights will find this plan of separate staff meetings a great aid to a smoother running organization.



This photo is evidence of the substantial size of the Cadet Unit attached to General Mitchell, Milwaukee Squadron 1.





## CIVIL AIR PATROL BULLETIN

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                                  {Officer H. J. Larkin  
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## EDITORIAL

### "THEY ALSO SERVE"

One day recently a CAP member sat at ease in the cockpit of his ship. The altimeter recorded a modest height; the speed was normal; the skies most peaceful. And there-in was the rub, for our fellow member was thinking in terms of adventure.

Purely in that spirit he thought how thrilling it might be were his plane a fighting ship and were he to be at that moment swapping smashes with an attacking Zero or Messerschmitt. He felt real regret that a few years on the wrong side should make him ineligible to be among those young crusaders who were experiencing perhaps the greatest of all thrills. And here he droned along on his prosaic, tin-soldier mission.

Who was this pilot? It might have been any one of us—including our women members, for the lure of adventure is natural and strong. But for those who feel that their contribution to our war effort is meager, it might be well thoughtfully to review the varied material in the sheet which you are now holding. Surely it should impress you with the realization of the definite accomplishments which are being recorded for CAP.

Since the modest beginning of this organization there has been much progress. Consider now the greatly increased experience—the training—the new opportunities for technical knowledge which CAP has fostered.

All of these things are given present useful application. All shall prove extremely valuable in the post-war days when we learn that "peace hath her victories no less renowned than war"—and a part of those victories shall be your own.

### MADISON UNIT-TRUAX COOPERATE IN WAC DRIVE

On February 5th the Madison Squadron with the cooperation of Major Potter, AAF, operations officer, Truax Field, and Capt. Schnur, AAF WAC recruiting officer, staged a drive for WAC and cadet recruits. The program was given ample advance publicity over the radio and in newspapers. Highlight of the program was centered around two mobile transmitters and receivers from Truax. One was stationed on the Capitol Square while the other remained at the field.

Three CAP Army L-3B's participated, one belonging to Group 4, while the other two were borrowed from Groups 2 and 5. The planes were given instructions for take-off, weather, etc., from the mobile transmitter at Capitol Square. The public, of course, heard both ends of the conversation and saw the orders carried out when the planes arrived over the city as instructed.

During the broadcast announcements were made on WAC and air cadet recruiting while recruiting pamphlets were dropped by the planes.

### RADIOTELEPHONY PROCEDURE

Your initial call in flight to the Tower for landing instructions is made when you are within approximately 5 or 10 miles of the field. You will then be given landing instructions and can arrange to enter the pattern properly. Your initial call should be as follows:

"Milwaukee Tower, this is Porterfield 32325—5 miles southwest of the Airport, desire landing instructions, over."

The answer you will receive is:

"Porterfield 32325, this is Milwaukee Tower, you are cleared to enter traffic pattern, traffic Southwest, Runway two four, report on base leg, over."

Your reply to these instructions if you have understood them will be as follows:

"Porterfield 32325, ROGER."

Your initial call when you are on the ground should be:

"Milwaukee Tower, this is Luscombe 25232, I am parked at the individual hangars and desire to be cleared to taxi to take off position."

The answer you will receive is:

"Luscombe 25232, this is Milwaukee Tower, Traffic Southwest, Runway two four, hold clear of this active runway and advise when ready to go."

Your reply to these instructions if you have understood them will be as follows:

"Luscombe 25232, ROGER."

### HOW TO FILE A FLIGHT PLAN

Many pilots who fly from controlled airports have never taken time to file a flight plan on cross country trips. Probably the reason for not doing so is that they don't know how. All CAP pilots should be familiar with flight plan procedure so they can take advantage of this service.

Why file a flight plan? It is your protection. The A.T.C. knows when you leave, at what altitude you are flying, where you are going, when you will arrive. If by some chance you don't show up at your destination and there is no word from you, A.T.C. starts out to find you. In other words, a flight plan is a rather motherly protection for you.

Procedure to file a flight plan is simple. You may do so by contacting the control tower or communications center in person, by telephone or by transmitter. The following information is needed in the order shown below:

1. NC license number of aircraft.
2. Make of aircraft.
3. Pilot's name.
4. Point of departure.
5. Proposed altitude of flight and route.
6. Point of first intended landing.
7. Proposed cruising speed.
8. Transmitting frequency.
9. Proposed time of departure.
10. Estimated time of arrival.
11. Alternate airport (not necessary on contact flight).
12. Fuel supply in hours.

The tower will report that your flight plan has been filed. If there are any special instructions you will be notified accordingly. When you depart, the tower will tell you your exact time of departure and also notify

your destination. When you land, you again will be given your exact time of arrival.

You must then register your arrival in the customary manner and cancel out your flight plan. This is important. Should you fail to do so, the A.T.C. might start to look for you and incur a lot of expense doing so. If this is done because of your negligence to cancel your flight plan you would find yourself in hot water with not only the A.T.C. but also the CAA. Flight plans are for your protection—use them!

### WAR DEPARTMENT ISSUES SERVICE RIBBONS TO CAP

The first Service Ribbons made their appearance at the Mitchell Field Squadron recently when Lt. Wamser presented them to members of his unit. All members of CAP can well be proud to wear these ribbons as they signify a recognized service to our Government.

For those units who have not yet made application for service ribbons for their squadrons we will review the procedure:

#### HOW WORN

Ribbons may be worn ONLY on CAP uniforms by CAP members, not on any other garment. Only one ribbon may be worn. If the 500 hour ribbon is awarded, the 250 hour ribbon is discarded. You can't wear both of them together.

#### HOW AWARDS ARE MADE

Any CAP member who has been enrolled a year or more and who has spent a minimum of 250 hours on actual CAP duty is entitled to wear the service ribbon as shown below:

- (1) Green striped ribbon—for 250 hours and 1 year enlistment.
- (2) Red striped ribbon—for 500 hours and 18 months' enlistment.
- (3) Blue striped ribbon—for 1000 or more hours and 2 years' enlistment.

Permission to wear ribbons will be issued by the Wing, Group or Squadron Commanders, each authorized by the next higher in command. Form 62-12 must be fully executed by the one in command and forwarded to National Headquarters.

All Squadron Commanders should make it a point to see that those within their units are given the privilege of wearing their service stripes.

### SOUND PICTURES ARE USED FOR CLASS INSTRUCTION

Flight Officer Carl H. Wamser, ground instructor on the Marquette University Naval program, is conducting classes at Milwaukee Squadron 1 using the Army Air Forces training films with sound. The projector is furnished by Sgt. Jordan Francke. The AAF library of training films is unlimited, covering every subject in aviation. The program will continue with a new subject each Wednesday night at 20:00 o'clock, Jackson Street Social Center. The class runs an hour. Interested members of CAP from other squadrons are invited to attend. Without exception film instruction has proved to be one of the best means of getting and holding interest. Since the AAF films are available to CAP, Squadron Commanders should make use of them.





## MILITARY COURTESY AND DISCIPLINE

It has been said that the only difference between a mob and a well-organized army is *Discipline* and *Courtesy*. All CAP members have studied it at one time or another, but many too have forgotten what was learned. Listed below are the basic rules governing Military Discipline and Courtesy which every member should know by heart. There are many others, of course (FM 21-50), but if the regulations listed here are learned and remembered you'll never find yourself embarrassed or embarrass your CAP organization when in military circles.

Courtesy implies polite and considerate behavior toward others, whether senior or junior, and whether or not they are members of the military service.

In general, juniors habitually give the same precedence to and show the same deference toward their seniors that any courteous person does to his elders. These courtesies should be shown promptly and smartly. Slovenly and half-hearted execution of these acts is in itself discourteous.

Definitions—Structures such as drill halls, riding halls, gymnasiums, and other roofed inclosures used for drill or exercise of troops are considered as "out of doors."

When the word "indoors" is used it is construed to mean offices, mess halls, kitchens, orderly rooms, amusement rooms, bathrooms, libraries, stores, depots, dwellings, or other places of abode.

The expression "under arms" will be understood to mean:

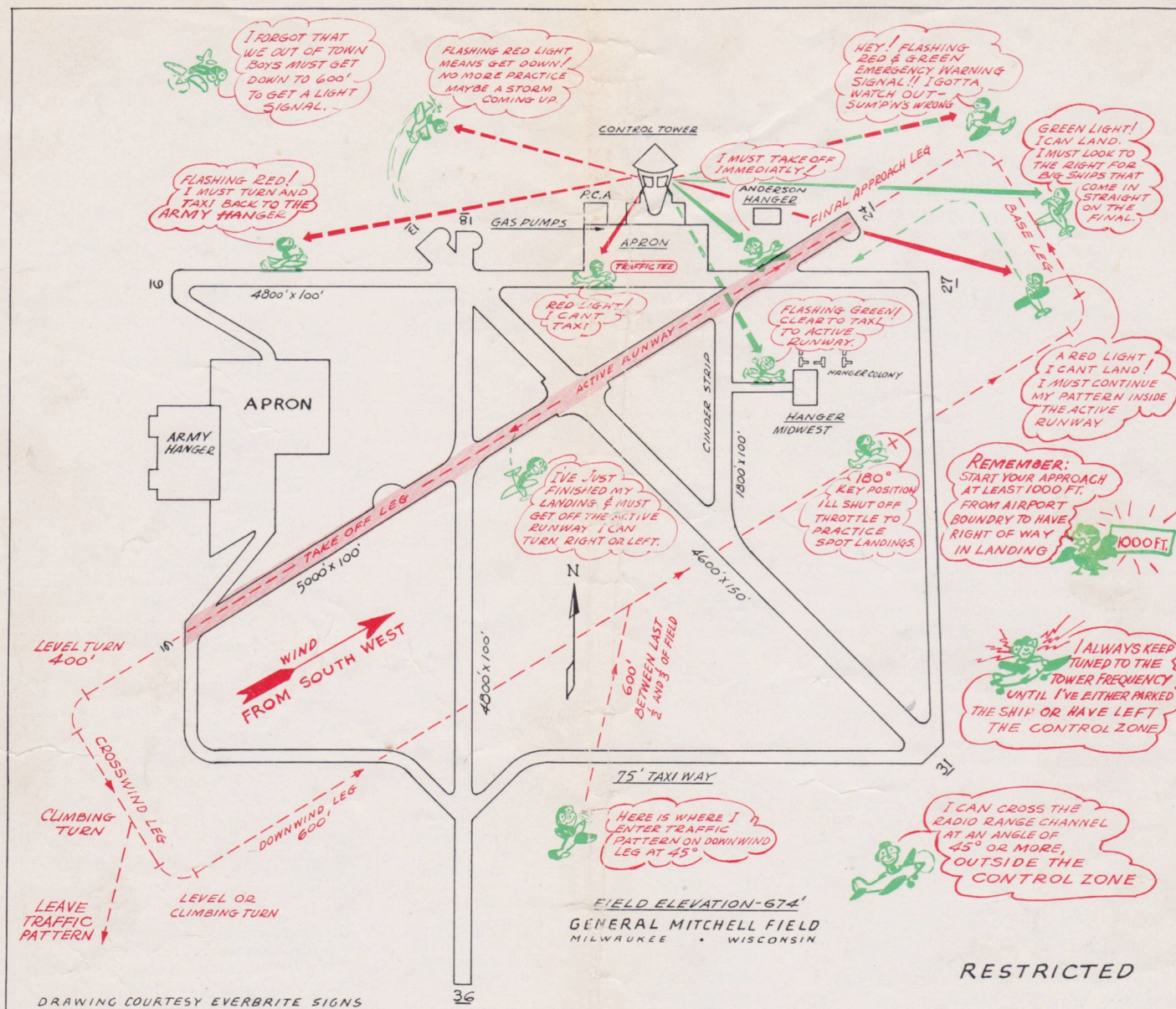
(1) With arms in hand, or

(2) Having attached to the person a hand arm or the equipment pertaining directly to the arm such as cartridge belts, pistol holster, or automatic rifle belt. Exception: Officers wearing the officers' belt, M1921, without arms attached.

1. Q. What is military courtesy?  
A. Showing proper military respect to my Flags, Superiors and comrades.
2. Q. Who are your superiors?  
A. Those having higher rank than I have.
3. Q. How is proper respect shown?  
A. a. By saluting.  
b. By prompt and cheerful obedience to all lawful orders.  
c. By treating those under my authority in a fair, just and unobusive manner.  
d. By extending proper courtesies to my superiors.
4. Q. Why are you required to salute officers?  
A. It is the outward sign of good discipline. It is a mark of courtesy among military men, a custom which is hundreds of years old. The custom requires that the junior salute first.
5. Q. When not under arms, how do you salute?  
A. By the hand salute.
6. Q. When under arms, how do you salute?  
A. If armed with the rifle unless posted as a sentry, I salute by executing "Present Arms." If armed with the pistol I will salute with the hand salute.
7. Q. What is saluting distance?  
A. I will salute all officers and colors passing within 30 paces of me.
8. Q. In saluting an officer where do you begin and end your salute?

- A. I come to the salute when six (6) paces from the officer and complete the salute when it is returned or when the officer has passed me.
9. Q. When the national anthem is played or "To the Colors" is sounded, what do you do if not in formation?  
A. If dismounted I will halt, face the music (except at retreat when I face the flag), stand at attention, and render the prescribed salute starting at the first note of the music and completing the salute at the last note of the music. If mounted, I will halt and render the salute mounted. If in an automobile, I will dismount and salute.
10. Q. What is our National Anthem?  
A. The Star-Spangled Banner.
11. Q. What takes the place of the National Anthem when there is no band?  
A. "To the Colors" played by the Buglers.
12. Q. At retreat, out of ranks do you face the music or the flag?  
A. The flag.
13. Q. When the National Anthem is being played other than at retreat, which do you face, music or flag?  
A. Music. Salute is held until last note is sounded.
14. Q. Upon official occasions is the same respect shown when the National Anthem of any other country is played?  
A. Yes.
15. Q. Are officers always saluted when you are outdoors?  
A. Yes, except under special conditions.
16. Q. What are these special conditions?  
A. When a member of a formation, actively participating in a game, at mess, in a public conveyance, at a social or amusement center, when I am a driver of a vehicle in motion, when leading an animal, or standing "To Horse."
17. Q. How do you salute when you are in a vehicle?  
A. If I am the driver and the vehicle is in motion, I do NOT salute. If I am the driver and the vehicle is halted I salute (hand salute). If I am a passenger I salute whether the vehicle is in motion or not.
18. Q. If in formation, and standing "At Ease" or "Rest," what do you do if spoken to by an officer?  
A. I come to attention, but do not salute.
19. Q. What do you do when an officer enters your tent or room, such as the guard room?  
A. I come to attention. If there are several men in the tent, the one to first see the officer calls "Attention" loud enough for all to hear: at which all should rise and remain standing at attention until the officer leaves the room or directs otherwise.
20. Q. What do you do when an officer enters a mess hall during meals?  
A. The first man to see the officer calls "Attention," all then stop eating and remain seated at attention until "Rest" is given.
21. Q. Out of doors, what should you do if seated and an officer passes by?  
A. I rise, face toward him at attention, and salute.
22. Q. If you pass an organization on the march or at drill which contains several officers how many of the officer do you salute?  
A. One—only the officer in command of the formation is saluted.
23. Q. Do you salute when indoors not under arms?  
A. No, except when making a report when spoken to by an officer.
24. Q. If indoors and armed with a rifle, how do you salute?  
A. Unless posted as a sentry, by executing "rifle salute" at the order or at trial. If a sentry, by executing "present arms."
25. Q. If you are in command of a detachment which is at work, what do you do on the approach of an inspecting officer?  
A. I permit the men to continue at work, go directly to the officer and report the nature of the work which is being undertaken.
26. Q. If you are in command of a detachment which is standing at rest or ease, what do you do on the approach of an officer?  
A. Call the detachment to "Attention" and then salute.
27. Q. Do men at work or at drill render a salute when an officer passes?  
A. No, only when addressed by the officer.
28. Q. When the coffin passes you at a military funeral, what should you do?  
A. When I am not in formation, if the coffin is covered by the colors I will salute. If it is not so covered, I will remove my head-dress and hold it opposite my left shoulder.
29. Q. When passing an officer who is walking with a lady, how do you salute?  
A. The same as in other cases, with hand or rifle salute.
30. Q. If you are walking with lady and you pass an officer, how do you salute?  
A. The same as in other cases, with hand or rifle salute.
31. Q. What is the rule regarding saluting in the Post Exchange, the Theatre, or at places of general congregation off the post?  
A. I do not salute.
32. Q. What do you say when reporting to the Company Commander?  
A. Sir, Private ..... reports to the Company Commander as ordered or "for (stating the purpose for which reporting)." When I wish to speak to him and have not been ordered to report I will say, "Sir, Private ..... has permission to speak to the Company Commander."
33. Q. How would you salute in the following case if colors or standards uncased are passing by and you were in uniform out of ranks?  
A. Come to attention and hold proper salute while the colors or standards are passing six paces to right and left of my immediate front.
34. Q. Are officers of the Navy and Marine Corps rendered the same military salute and courtesies as officers of the Army?  
A. Yes, they are saluted and rendered all other marks of courtesy.
35. Q. When in athletic uniform, how do you salute when the National Anthem or "To the Colors" is sounded?  
A. The same as in civilian clothes. If I am wearing no headdress, I stand at attention.
36. Q. Do officers and enlisted men salute when in civilian clothes?  
A. Yes; the same as when in uniform.
37. Q. How does an enlisted man at double time salute?  
A. Comes to a walk and renders proper salute.





## NOTICE TO OUT-OF-TOWN AIRCRAFT

## OBSERVE TRAFFIC AND TRAFFIC TEE

When approaching General Mitchell Field it is satisfactory to circle the Airport to the left at an altitude between 1000 ft. to 1500 ft. in order to observe other traffic and to look at the traffic tee.

## GET IN THE PATTERN

After you have sufficient knowledge as to landing direction, traffic, etc., then it is necessary for you to descend to the proper altitude (600 ft. above the ground) and get into the traffic pattern on the downwind leg between the last half and the last third of the field (remember anyone can get into the traffic pattern, you do not need a signal from the tower to exercise this privilege).

## WATCH FOR LIGHT SIGNALS

Just prior to entering base-leg, or somewhere on the base-leg, or perhaps just after you have turned on final approach, watch the

tower for a light gun signal. You are bound to get either a red or green light before crossing the Airport Boundary.

## WHAT TO DO AFTER LANDING

After you have landed it is *imperative* that

you *get off* the runway *immediately* so that you do not hold up other aircraft which might be landing or taking off. The direction in which you turn after landing can be either right or left depending where you wish to go after you're on the ground.

SIGNAL	MEANING OF SIGNAL IF AIRPLANE IS		
	Taxiing	Ready for Take-Off	In Flight
Steady Green.....	.....	Cleared for Take-Off	Cleared to land
Flashing Green.....	Continue Taxiing	.....	.....
Steady Red.....	Stop	Clear runway immediately and wait	Give way to other aircraft and continue circling
Flashing Red.....	Return to Hanger Line	Return to Hanger Line	Return to Hanger Line
Alternating Red and Green.....	GENERAL WARNING — EXERCISE EXTREME CARE		